



**CORVALLIS MAYOR/CITY COUNCIL  
AND  
MAYOR-ELECT/COUNCIL-ELECT  
WORK SESSION**

**December 11, 2014  
5:00 pm**

**Library Main Meeting Room  
645 NW Monroe Avenue**

**COUNCIL ACTION**

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**I. ROLL CALL**

**II. UNFINISHED BUSINESS**

A. City Manager Recruitment Profile

**III. ADJOURNMENT**

For the hearing impaired, a sign language interpreter can be provided with 48 hours' notice prior to the meeting. Please call 541-766-6901 or the Oregon Communications Relay Service at 7-1-1 to arrange for TTY services. A large print agenda can be available by calling 541-766-6901.

*A Community That Honors Diversity*

City of Corvallis  
City Manager  
Salary: DOQ

#### Front Cover

A place fueled by curiosity and innovation

#### Corvallis Community

Corvallis is nestled in the heart of Oregon's Willamette Valley within 90 minutes of the Portland Metropolitan area. The City has a residential population of 55,345 and is home to Oregon State University.

The downtown and University neighborhoods are highly walkable and Corvallis is one of the best cities in the nation for bicycling. The compact nature of the city combined with its excellent bicycle facilities, allow for almost any trip to be accomplished in less than 15 minutes. Corvallis is a community that appreciates livability and staying committed to being bicycle and pedestrian-friendly contributes significantly to that quality of life. In addition, the fareless public transit service, Corvallis Transit System (CTS) provides bus service throughout the City with connections to neighboring communities, Philomath and Albany.

With a beautiful waterfront and vibrant downtown including one-of-a kind bookstores, outdoor sporting goods, clothing, furniture and specialty stores, downtown Corvallis is the place to shop. The shops and restaurants in the downtown core are locally owned and operated. There are additional shopping opportunities throughout town, with major retail outlets mixed alongside trendy stores, unique coffee bars and restaurants. From affordable to whimsical, Corvallis offers something to suit every style.

Surrounded by fertile countryside, Corvallis is home to many creative chefs and with locally owned, nationally known wineries there is no shortage of cuisine options with many restaurants serving local wines allowing for just the right pairings. Decidedly local with amazing brew masters, five different breweries make their home in Corvallis. Block 15 pairs their amazing beers with excellent, locally-sourced food and makes both following strict sustainability practices. In addition to craft beers, Two Towns Ciderhouse specializes in crisp, fantastic ciders made from locally produced apples, honey and other special ingredients.

Corvallis has a thriving arts and cultures community with great artists, photographers, musicians and performing artists that routinely display their talents through a variety of venues in town. Corvallis has more than 45 beautiful parks and recreational areas, more specifically, 2000 acres of parks, play grounds, playing fields, trails, open spaces and beautification areas. Given its location in the heart of the Willamette Valley, Corvallis is also minutes away from a multitude of other recreation opportunities including the McDonald Forest, Finley National Wildlife Refuge and many other beautiful settings just outside the city limits.

Samaritan Health Services, a network of hospitals and health care facilities is based in Corvallis and ensures that top-quality health care is readily available. At Good Samaritan Regional Medical Center, state-of-the-art facilities specializing in heart surgery and cancer treatment have been added in the last few years.

The presence of Oregon State University contributes to the City's happening vibe. The 400-

acre main campus in Corvallis includes a Historic District and was among 41 Best School Buys in the 2013 edition of "The Fiske Guide to Colleges." With an enrollment of approximately 24,980 students and approximately 9,280 employees, OSU is an integral part of the local community. The University is considered one of the nation's leading research universities and serves as Oregon's leading source of basic applied research in forestry, agriculture, fisheries, engineering, electronics, home economics and the sciences for the development of human, land, atmospheric and oceanic resources.

The influence of a major research university, thriving sectors of high tech, agribusiness, biosciences and green energy, along with an educated workforce result in a solid local economy. In fact, Forbes magazine ranks Corvallis among its top 20 Best Small Places for Business and Careers and Corvallis led the nation in patented inventions as well as economic output, personal income and preventing violent crime.

Linn-Benton Community College (LBCC) is a two-year public college that offers more than 60 transfer and career & technical programs. It is a full-accredited institution dedicated to quality education and a safe learning environment. As the sixth-largest community college in Oregon, LBCC's 104-acre Albany campus is located just 10 miles east of Corvallis and provides modern science labs and classroom facilities. Additionally, the Benton Center is located in Corvallis and serves more than 7000 students each year. The college offers the LBCC/OSU Degree Partnership Program, which provides dual enrollment services to students. The County has the reputation for having some of the strongest schools in the State and the Corvallis School District is no different. With approximately 6200 students, many of the local K-12 schools achieve high awards for academics, activities and athletics.

#### **City Government**

The City of Corvallis is a Council/Manager form of government with a nine member City Council that is elected by ward to serve a two-year term. The Mayor presides at Council meetings and is elected at-large for a four-year term. The Mayor and Council provide community leadership, develop policies to guide the City in delivering services and achieving community goals, and encourage citizen awareness and involvement.

The Mayor and City Council are advised by three standing committees including the Administrative Services Committee, the Human Services Committee and the Urban Services Committee. Each committee includes three Councilors who review issues and topics and make recommendations to the full Council. In addition, Corvallis has numerous Boards and Commissions that serve in an advisory capacity to the City Council. The City's Advisory Boards and Commissions are designed to directly involve citizens in local government to have a positive impact on the future of their community, and to ensure the City Council receives timely input and information regarding issues and potential impacts on citizens.

The City Council appoints the City Manager to oversee the administrative operations of the City and a City Attorney to advise the Council and City staff on legal affairs. Additionally, the Council appoints a Municipal Judge to preside over the Corvallis Municipal Court and ensure that cases involving municipal offenses are fairly decided in a manner consistent with community values on a timely basis.

Corvallis is a full service city with a FY 2014-15 budget of more than \$138M. The City employs 404 staff members including 359 full time and 45 part time employees that deliver city services through the following departments: Manager's Office, Community Development,

Finance, Fire, Library, Parks and Recreation, Police and Public Works.

Sustainability has been important to Corvallis local government for many years. It officially became part of how the organization operates in 2004 when the City Council adopted an organizational sustainability policy. The policy provides guidance and direction to staff, and is defined as using natural, financial and human resources in a responsible manner that meets existing needs without compromising the ability of future generations to meet their own needs. Since implementation of the policy, the organization's sustainability efforts have matured considerably and is expected to continue.

### Position

As the administrative head, the City Manager serves as the City of Corvallis' chief executive with responsibility for the administration of the various functions of City government as described in the City Charter and in accordance with legislative policy established by the City Council. The City Manager:

- devotes their time to the discharge of official duties, attends all meetings of the Council and keeps the Council advised at all times of the affairs and needs of the City; develops and delivers reports annually, or more frequently if requested by the Council, on all the affairs and departments of the City; may take part in the discussion of all matters before the Council.
- ensures that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed.
- appoints all City officers and employees except as the City Charter otherwise provides, and shall have general supervision and control over them and their work; has the power to transfer an employee from one department to another, and shall exercise supervision and control over the departments.
- acts as purchasing agent for all departments of the City.
- is responsible for preparing and submitting to the Budget Commission the annual budget estimates and any such reports that commission requests.
- supervises the operation of all public utilities owned and operated by the City and shall have general supervision over all City property.
- performs other duties as required by the City Charter or as the Council requires.

### Opportunities

- Build strong relationships with the Mayor and each council member. Define roles, set clear expectations and develop an understanding of team dynamics in order to maintain focus, reach consensus and move projects and initiatives forward. Establish trust, confidence and open communication to effectively prioritize and execute achievable Council goals.
- Develop and maintain positive relationships with City staff. Learn the organization and work to understand current culture and structure. Review and analyze internal operations, make recommendations for continued process improvements and efficiencies, drive departmental collaboration and effectively guide necessary changes.
- Continue to drive financial stability. Develop sustainable budgets, maintain fiscal accountability and build City reserves. Identify new revenue streams and work to understand financial impacts of council goals, projects and staffing to balance the fiscal reality with the City's needs.
- Partner with the Mayor, City Council and community to update the 2020 Vision Statement. Develop and lead a public engagement process to define and refine the community's vision.

- Support the City's interest and focus on the environment. Work with the Mayor and Council to further define environmental and sustainability goals and successfully partner to develop and implement a Climate Action Plan.
- Develop an understanding of the City's aging infrastructure and maintenance needs. Proactively move forward with planning and project prioritization with a focus on maintaining community livability.
- In partnership with the Mayor and City Council, further define and prioritize projects pertaining to Homelessness, Housing, Parking, and Transportation. Consider the proper timing, planning, funding and community support to bring reality to these initiatives.
- Proactively collaborate with Oregon State University. Develop relationships, ensure open and transparent communication and maintain effective partnerships with University leadership and key stakeholders that encourage and support a mutually beneficial relationship.
- Participate and proactively engage in strategic, long term planning with Oregon State University. Contribute to the update of the University's Master Plan and represent the City's interests.

### **Ideal Candidate**

The City of Corvallis seeks a City Manager with genuine interest in and appreciation for public processes, partnerships and planning. The ideal candidate is a mature leader with a successful track record of balancing process with driving decisions and moving projects and initiatives forward. The City Manager is considered creative and forward thinking and will bring those skills to Corvallis.

With a strong sense of situational awareness, the City Manager is transparent and recognizes the importance of relationships and partnerships at all levels. The successful candidate is an active listener who values honesty and integrity and believes in developing trust and respect. Considered neutral and unbiased, the City Manager maintains objectivity in working with elected officials. The ideal candidate is confident, yet humble with a willingness to push back as necessary with the right balance of diplomacy and frankness. The City Manager demonstrates an ability to build consensus and guide others to decisions.

The City Manager develops strong, positive relationships within the community. The ideal candidate establishes a high level of trust, encourages public engagement and enjoys being visible within the community. The City Manager values the opinions of others and encourages diversity of thought. A good sense of humor with the ability to laugh is essential. Importantly, the preferred candidate is genuinely excited about the Corvallis community, and has an interest in environmental issues and a dedication to sustainability.

The City Manager is a dynamic leader with a strong background in re-energizing and effectively managing staff. Considered genuine and thoughtful, the successful candidate leads by example and is supportive and trusting of staff. The ideal candidate is fair, establishes clear expectations and holds others accountable. The City Manager promotes a culture where innovation, communication and collaboration are highly valued. Additionally, the successful candidate embraces technology and innovation and utilizes both to drive efficiency.

A strategic thinker, the City Manager can easily see the big picture and values the goals of Corvallis as well as the broader region. The ideal candidate embraces regional initiatives and looks for opportunities to partner effectively. The successful candidate has a track record of developing and executing strategies and demonstrates the ability to follow through.

Financially savvy, the City Manager views economic development opportunities through a sustainable lens. The preferred candidate works well with the business community and supports the growth of incubators and accelerator programs. With a mindful eye, the City Manager monitors best practices and innovative trends to keep Corvallis moving forward.

### **Qualifications**

At least seven years of progressively responsible leadership experience in public or municipal administration, ideally in a full service city. Strong managerial experience is essential, preferably with a well-rounded background that includes a combination of public and private sector experience. Highly developed communication skills and experience working closely with elected officials is crucial as is a background in facilitation and conflict management. An exceptional ability to collaborate and develop effective partnerships is required with experience in a college or university community desired. Experience working in a union environment highly desired. A bachelor's degree in business, public administration or related field is required with an advanced degree strongly preferred.

### **Apply**

For immediate consideration, please apply at [candidates.waldronhr.com](http://candidates.waldronhr.com) no later than February 8, 2015. Included with your resume should be a cover letter expressing how your interest and accomplishments align with the needs of Corvallis. For additional information or questions, please contact Heather Gantz at [heather@waldronhr.com](mailto:heather@waldronhr.com).

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*"A place fueled by curiosity and innovation"*

# City of Corvallis City Manager

Salary: DOQ

Search conducted by:

  
Walton  
**DRAFT**





## CORVALLIS COMMUNITY

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# DRAFT







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# DRAFT

## CITY GOVERNMENT

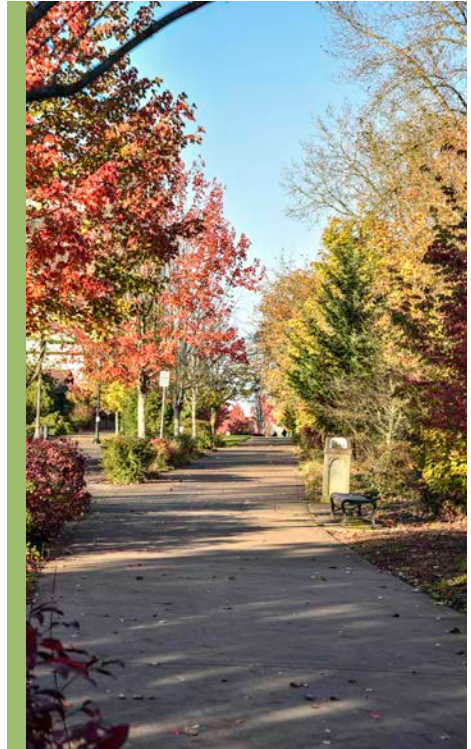
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## QUALIFICATIONS

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waldron

Waldron is honored to work with the City of Corvallis in the search for a City Manager. We believe in and support the work of the City of Corvallis and we are doing our best to recruit a talented team member who will accelerate this mission. As the consulting partner strategic leaders choose to help attract, engage, and inspire effective leaders, Waldron provides a unique combination of executive search, leadership development, and career transition services across sectors and industries. Our passion is helping people and organizations realize their full potential and increase their impact.

Seattle

**DRAFT**